


# Preparing Correspondence for Secretary's Signature

Transportation Planning Branch		<b>Revised: January 19, 2010</b> Approved: August 21, 2008 Version 2
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## **Purpose**

The purpose of this procedure is to describe the steps for preparing correspondence, particularly letters, for the Secretary of Transportation's signature, and to ensure the original correspondence and any copies are mailed in a timely manner.

## **Background**

Letters are composed by the Transportation Planning Branch (TPB) Manager, Unit Heads, Group Supervisors, and Engineers which require the Secretary of Transportation's signature. These letters include, but are not limited to: Municipal and County Officials, MPOs, RPOs, Board of Transportation Members, and the public.

## **Responsibility**

It is the responsibility of the TPB Office Assistant IV to ensure the letters follow the correspondence guidelines provided by the Secretary's office.

## **Policy, Regulatory, and Legal Requirements**

It is the policy of the TPB to follow the [Guidelines for Preparing Correspondence](#) for the Secretary of Transportation's signature. These guidelines are provided by the Secretary's office.

## **Scheduling and Time Constraints**

Correspondence requiring a response from the Secretary of Transportation will be sent to the TPB Office Assistant IV in a blue suspense folder. She/he will consult with the Branch Manager and then assign it to the appropriate staff person. A response is required within eight (8) working days. If a full and complete response cannot be provided within eight days, an interim letter for

the Secretary's signature must be prepared stating why additional time is required, and when a final response will be available.

TPB may also initiate correspondence for the Secretary's signature.

## **Procedures**

Procedure Inputs – Blue correspondence suspense folder received from the Secretary's office for his signature. Also, a letter or memo initiated by the TPB requiring the Secretary's signature.

Procedure Outputs – Original response and any carbon or blind copies. Original is mailed by the Secretary's administrative staff. Carbon and blind copies are distributed by the TPB Office Assistant IV, and a copy is placed in the appropriate reading and CTP file.

The author of the correspondence will follow the steps below to properly develop and process any correspondence for the Secretary's signature. The Office Assistant IV will check for proper format, and make any corrections before printing on bond paper and sending to the Secretary's office for review and signature.

Step	Action
1	Need for Secretary's Letter Identified. Correspondence that requires a reply from the Secretary will be sent in a blue correspondence suspense folder to the TPB Office Assistant IV for assignment. The TPB Office Assistant IV will review the request with the Branch Manager and then will forward the correspondence to the appropriate person for reply. TPB may also initiate correspondence for the Secretary's signature.
2	TPB Staff Drafts Letter for Secretary's Signature. The TPB staff assigned to draft the response for the Secretary, or assigned to write the letter for the Secretary's signature in response to the blue suspense folder, drafts the letter as per the <a href="#">Guidelines for Preparing Correspondence</a> .
3	Preparation of Draft Letter by TPB. After the draft letter is completed, it should be emailed to the TPB Office Assistant IV for final editing, formatting, corrections, and printing on bond paper.
4	Draft Letter Forwarded to Secretary's Office. The TPB OA IV will forward the letter to the Secretary's office in the original blue folder for signature, or if not the result of a request from the Secretary's office, a regular folder.
5	Signature of Letter by Secretary. The Secretary's office will review the letter, make any corrections and send back to the TPB OA IV for corrections. The OA IV will make any final corrections and submit the final letter to the Secretary's Office who will mail the original letter.
6	Distribution of carbon and blind copies of Final Letter. A copy of the signed letter will be returned to the TPB OA IV, who will then make any cc. and bc. copies and mail them out.
7	Filing of Final Letter. The TPB OA IV will place a copy in the reading file and the CTP main files.

## ***Warnings and Precautions***

All letters received in a blue correspondence suspense file must be returned to the Secretary's Office within eight (8) working days.

## ***Resources and Tools***

- [Secretary's Office Correspondence Guidelines - January 2009](#). The Guidelines are provided by the Secretary's administrative staff.
- *The Gregg Reference Manual* can be used as a guideline for grammatical questions.

## ***Contacts***

- For suggestions to change this procedure contact: Earlene Thomas (919) 733-4705
- For questions about performing this procedure contact: Danny Bridgers (919) 733-4705

## ***Glossary***

For a complete listing of terms, definitions and acronyms, go to the [Master Glossary](#).

- Metropolitan Planning Organization (MPO)
- Rural Planning Organization (RPO)

## ***User Access***

NCDOT Internal Use Only

## ***Flowchart***

None

## ***Record of Revision***

Version	Section Affected	Description	Effective Date
2	Resources and Tools	Updated linked document with new version.	01/19/10